

**NOTICE OF VACANCY
August 30, 2021**

POSITION: Financial Analyst

DEPARTMENT: Facilities Management

SALARY RANGE: \$59,579.00 - \$64,490.00

**HOURS: Monday, Wednesday & Thursday 8:30am to 5:00pm
Tuesday 8:30am to 7:00pm
Friday 8:30am to 2:00pm**

Position Purpose:

Performs highly responsible professional work; provides financial and budget analyses for various projects, including capital debt accounts. Performs responsible payroll, accounts payable, billing, and other services for the Capital Projects & Facilities Management Department. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Responsible for providing analysis of all capital debt accounts including information necessary for compliance documents, and cost analysis to determine projected 20 year building long range plans.
- Performs cost analysis for various projects including annual operating, capital projects, grants, rebates and utilities.
- Provides information to management by assembling and summarizing data; prepares reports; and makes presentations of findings, analyses and recommendations.
- Analyzes data and assists Directors with cost analysis. Updates budget and personnel summary information and generates action forms to process applicable step increases.
- Analyzes payroll interface data and edits as needed to process weekly payroll. Records and tracks attendance, reconciles records with division Directors and payroll department.
- Updates files for next year's budget and updates budget into the MUNIS and OpenGov system.
- Processes accounts payable invoice batches for both operating and capital budget expenditures. Generates requisitions and investigates invoice inquiries.
- Assist with contract management and compliance for both Capital Projects and Facilities and review compliance for certified payroll reports.
- Maintain and generate daily deposits of revenue collected from the Facilities Management Department and other sources.
- Assists the Department with customer service at the front counter and on the phone.
- Assists preparing information for the City Council, Finance Subcommittee and other requests.
- Handles daily financial information processing and tracking and perform analysis as needed.
- Assists with reconciliation and analysis of accounts and provides accounting support as needed.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience: Bachelor's Degree in Accounting, Finance, or related field; two to four (2-4) years' relevant experience; or any equivalent combination of education, training and experience. MCPPO designation preferred or ability to obtain certificate of 30B supplies services and 149 Design and Construction.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and techniques of financial analysis and budgetary control. Thorough knowledge of accounting principles and procedures. Knowledge of office procedures, accounting, payroll, accounts payable, and purchasing. Knowledge of Microsoft Office and MUNIS.

Ability: Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to manage projects with minimal supervision. Ability to prepare detailed and informative reports and to communicate and interact effectively with all levels of management. Ability to establish and maintain working relationships with individuals, organizations and departments. Ability of independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to perform multiple tasks in a timely and accurate manner. Ability to operate standard office equipment.

Skill: Skill in computers and appropriate software applications. Proficient computer skills to include Microsoft Word, Excel, Outlook, MUNIS, OpenGov and FOIA. Aptitude for numbers and details. Skill in costs analysis methods. Excellent writing, verbal communication and organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges. May occasionally move objects weighing up to 10 pounds.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgement and initiative in administering and directing various accounting and budgeting activities. Projects and daily responsibilities are given verbally, in writing and through specific assignments.

Supervision Received: Work is performed under the direct supervision of the Director and Deputy Director of Capital Projects & Facilities Management.

Supervision Given: None.

Confidentiality:

- The employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as official personnel files, law suits, client records, and department records.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderately noisy.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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www.framinghamma.gov/jobs

The City of Framingham is an Affirmative Action Equal Opportunity Employer.